



Policy Directory

Responsible Division: Academic Affairs
Responsible Office: Graduate Studies
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Policy Title: Academic Regulations

Policy: *The Graduate School policy on Academic Regulations* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School Graduate Council to ensure consistent standards across Graduate programs.

All graduate students must maintain a minimum standard of 3.0 on a 4.0 system.

The student must not accumulate more than six semester hours of credit below B (3.0). Academic records reflecting more than two 'Cs' have to be addressed and the student must retake the appropriate course(s) in order to be in compliance with this academic requirement to satisfy progression to graduation. If these conditions are not met, either of the above will result in the removal of the student from candidacy for the degree.

All graduate students must maintain a minimum standard of 3.0 on a 4.0 system. The student must not accumulate more than six semester hours of credit below B (3.0). The student cannot graduate with a letter grade of D or lower. Students receiving a letter grade of D or lower must re-enroll in the course and make a higher grade. Either of the above (six semester credit-hours below B or a letter grade of D/F) will result in the removal of the student from graduate degree candidacy status.

A student will be placed on probation at the close of any term in which the student's cumulative GPA falls below a 3.0. A student is subject to dismissal from the program if the minimum GPA is not obtained in the subsequent semester of course work.

Students who do not have continuous enrollment due to academic performance may apply for readmission after one semester, except graduate nursing students who if dismissed for academic failure may not apply for readmission at any time. The School of Nursing has special guidelines to govern academic performance and progression of students. See the information on the Graduate Nursing Program in the published School of Nursing Graduate Student Handbook at: <http://www.alcorn.edu/academics/schools/son/index.aspx> for policies and procedures regarding course grades and GPA requirements applying to progression and dismissal in the Graduate Nursing Program.

ACADEMIC TRACKS

Plan A - Thesis Plan

This plan requires the completion of a minimum of 27 hours of Graduate course work plus a thesis research project which yields six semester hours of credit, and the passing of a comprehensive examination in the professional education area and the field of endorsement. The thesis committee members should be selected under the guidance of the thesis chair (a minimum of two members in addition to the chair). The student will be advised by an advisory committee, composed of two members from the field of endorsement, and a third member may be chosen from any qualified Alcorn State University faculty, or a qualified community member holding a master's degree or higher. If a student selects a member outside of the university, a letter of explanation regarding why a thesis member outside of the university was chosen needs to be sent to the Assistant Vice President for Academic Support and Graduate Studies, along with the proposed member's curriculum vita. A letter of approval for the proposed committee member should be obtained from the Assistant Vice President for Academic Program Support and Graduate Studies.

The option of a project in the research process is also available to graduate nursing students. The student is required to complete at least three components of the research process under the guidance of a research mentor. The same manual guidelines should be adhered to that govern the thesis.

Students should follow the steps for electronic submission of thesis and research project for the initial submission and second submission. Four original signature pages must be submitted on white 20 lb., 25% cotton bond paper to the Office of Graduate Studies the same day the thesis is submitted or no later than 24 hours following initial electronic submission.

The bound thesis must also follow the paper requirements/specifications expected for the signature pages. The student is responsible for delivering two of the four original copies of the bound thesis to the Office of Graduate Studies on or before the second Friday of April for May graduation and on or before the second Friday in November for December graduation. The third and fourth copies of the bound thesis are for the department and student. Students will follow the guidelines in the Thesis Manual, published by the Office of Graduate Studies and available online.

Plan B - Non-Thesis Plan

This plan requires the completion of a minimum of 33 hours of course work which must be at the graduate level, and the passing of a final comprehensive examination in the professional education field and the field of endorsement. The student will be advised by an advisory committee, composed of two members from the departmental faculty, one member from the specific degree discipline, and a third member designated by the Assistant Vice President for Academic Program Support and Graduate Studies or the Department Chairperson. The final examination will be administered by the advisory committee. A candidate may be reexamined a second time after a minimum period of two months' delay if his/her performance on the first examination is unsatisfactory.

Programs will be individually prescribed by the student's advisory committee involved in each area of concentration. The Thesis/Project Submission Calendar is available on the Graduate Studies webpage to guide timelines for submission for the review process. One spiral-bound copy of the research project is required to be submitted to the Graduate Office after final corrections and approval has been given by the Office of Graduate Studies administrator.

Students should follow the steps for electronic submission of thesis and research project for the initial submission and second submission published on the Graduate webpage. Original signature pages must be submitted on white 20 lb., 25% cotton bond paper to the Office of Graduate Studies the same day the thesis is submitted or no later than 24 hours following initial electronic submission.

Nursing students sit for a comprehensive exam that replaces the thesis or non-thesis option. The goal of this requirement is to increase retention, progression, and the pass rate on the national certification examination. Those students desirous of writing a thesis/project may continue to do so.